

State of Texas
Records Retention Schedule

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Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency
Item #

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

___ ORIGINAL SUBMISSION

__X__ RECERTIFICATION

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

10. 106 No.

520 - CONTRACT MANAGEMENT UNIT (Disease Control & Prevention Services)

1.1	3862	CONTRACT SITE VISIT REVIEWS AND CONTRACTOR MONITORING	AC	7	AC+7	AC=EXPIRATION OR TERMINATION OF THE CONTRACT ACCORDING TO ITS TERMS. CONTRACTOR SITE VISIT REPORTS AND OTHER PERTINENT DOCUMENTATION RELATING TO MONITORING OF CONTRACTORS; SUBJECT TO AUDIT. CATEGORIZATION OF CONTRACTORS FOR MONITORING PURPOSES IS BASED ON RISK ASSESSMENT; THUS, UP TO SIX YEARS OF RECORDS MAY BE NECESSARY TO ASSIGN A CONTRACTOR TO A RISK CATEGORY.	05-537-318
1.1.008	3760	LOCAL HEALTH DEPARTMENT WORKING FILES (CORRESPONDENCE)	1	2	3		13-537-566
4.5.006	3836	LOCAL HEALTH DEPARTMENT BUDGETS	FE	3	FE+3		13-537-567
5.1.001	6977	FEDERAL GRANT APPLICATIONS AND CONTRACTS	AC	7	AC+7	Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	(120)05-537-074; (500)10-537-555; (599)05-537-307; (550)10-537-554; (642)05-537-498; 05-537-383; 05-537-483
5.1.001	6978	CONTRACTS & AWARDED RFPs FOR AWARDED CONTRACTS	AC	7	AC+7	Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	(120)05-537-074; (500)10-537-555; (599)05-537-307; (550)10-537-554; (642)05-537-498; 05-537-383; 05-537-483
5.3.007	3366	REQUESTS FOR PROPOSALS	FE+3		FE+3	IF CONTRACT AWARDED, RFPs ARE FILED WITH CONTRACTS AND RETAINED AC+4	

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled

AV - As Long As Administratively Valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months
PM - Permanent
US - Until Superseded

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

A - Transfer to State Archivist
R - Review by State Archivist
E - Exempt from sending